

REGULATION 14

ADMISSION OF STUDENTS AND OCCASIONAL STUDENTS

1. Definition

- 1i) These Regulations concern the admission of Students and Occasional Students. They should be read in conjunction with the Regulation 8 on "Students and Occasional Students".
- 1ii) Senate will be informed when a candidate is accepted on to a programme of study who will not have attained the age of 18 on the date of his or her admission to City.
- 1iii) A candidate, before admission to a programme of study leading to an award or scheme of study, shall be required to satisfy any conditions set out in the offer of a City place.
- 1iv) All students shall register before being admitted to a Programme or Scheme of Study.

2. Application for Admission

2i) Undergraduate Programmes of Study

Applications to degree programmes must be made through the Universities and Colleges Admissions Service (UCAS). Independent applicants such as mature and international students can also use *ucasapply*. Admission to the Diploma in Nursing is handled by the Nursing and Midwifery Admissions Service (NMAS).

2ii) Postgraduate Programmes of Study

Applicants for admission to postgraduate Programmes of Study shall apply to the Department or School offering the Programme of Study.

2iii) Schemes of Study

Applicants for admission to Schemes of Study shall apply to the Department or School offering the Scheme of Study.

3. Registration

- 3i) All Students and Occasional Students seeking admission to City shall register for their Programme of Study or Scheme of Study either by post or on a day (or days) appointed by Registry. Only with the special permission of the Academic Registrar may a student be permitted to register on days other than the appointed days.
- 3ii) Students are required to pay tuition fees at registration or provide evidence of sponsorship.

- 3iii) Students who wish to register simultaneously for more than one Programme of Study in this institution or another institution shall first seek the special permission of the Academic Registrar.

4. Evidence of Qualifications

Where applications are not made via UCAS or NMAS, candidates are required to provide verification of qualifications to the admitting School.

5. Fees and Charges

- 5i) All Students and Occasional Students shall pay fees and charges appropriate to their Programme of Study or Scheme of Study subject to any fee waivers or payments plans agreed by the School.
- 5ii) No Student or Occasional Student shall continue on a Programme or Scheme of Study to which he or she has been admitted, or be permitted to enter for an examination of the institution, unless he or she has paid the fees and charges laid down by City for that Programme of Study, Scheme of Study or examination, within the time prescribed by City.

6. Interviews

All applicants should, if required, be prepared to attend for interview at a place specified by City.

7. Declaration

All Students and Occasional Students admitted to City shall sign, on registration, a declaration undertaking to comply with the Regulations governing the admission, attendance, discipline and academic and social activities of students and any other Ordinances and Regulations created by the institution from time to time to govern student activities.

Approved by Senate 7.5.69

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